Kaingaroa
Tipu

KT ROAD SAFETY MANUAL

Type:	Internal / External
Standard Owner:	GM OHS Partnering
Date of Next Review:	25/02/2028
Function	Risk Management
Activity	Health Safety and Wellbeing
Sub-Activity	

Table of Contents

1. INTRODUCTION

Kaingaroa Tipu Limited (KT) acts as the Road Controlling Authority (RCA) for all roads within the KT managed forest estate and is responsible for:

- Ensuring roads are in a condition fit for their purpose.
- Are used for their purposes and
- Upholding safe user behaviour

This manual provides rules, guidance, and references on how KT roads will be managed and maintained. All forest road users are required to comply with the KT Road Safety Manual.

The manual is based around established rules and processes such as the NZ Forest Road Engineering Manual, NZ Road Code, Approved Code of Practice for Safety and Health in Forest Operations, the Log Transport Safety Council Industry Standards, the Code of Practice for Temporary Traffic Management, and the requirements of the Kaingaroa Road Network Agreement. Safe behaviour rules are provided with respective non-compliance outcomes.

2. KAINGAROA TIPU SAFE DRIVING POLICY

Most of our High Potential Incidents are driving related. Driving is the single greatest hazard, of which every person entering the forest is exposed to.

Kaingaroa Tipu Limited is committed to managing a safe driving environment to eliminate vehicle accidents that cause fatalities and serious disablement.

Kaingaroa Tipu Ltd staff, please refer to the KT Vehicle User Guide VH011 for further policy information.

3. ROLES AND FUNCTIONS

3.1 KT OHS

KT OHS (GM OHS Partnering) has been assigned as the Road Controller for KT managed forests. This is primarily a safety, governance, and overview role. This includes the administration of this manual and its functions, monitoring and enforcement of infringements when required.

The GM OHS Partnering is the owner of the KT Road Safety Manual and responsible for its implementation and review.

3.2 KT Harvesting and Marketing

The KT Forest Engineering team, part of the KT Harvesting and Marketing team are responsible for road construction, maintenance, road marking and general roading signage.

3.3 KT Road Safety Incident Panel

The KT Road Safety Incident Panel reviews incidents and determines corrective actions. This can include issuing infringements as and when required.

3.4 KT Road Safety Appeal Committee

The KT Road Safety Appeal Committee reviews appeals related to infringements.

3.5 All Road Users

It is the responsibility of all road users to drive to the conditions, obey all signage and instruction provided.

4. ACCESS

Access control through a permit system provides the initial road safety mechanism of KT-managed roads. KT forest roads are a private multiple-hazard workplace and all vehicle access (except on legal easements in accordance with their purpose) requires a forest access permit.

Each forest access permit is issued for one or more specific purposes. Conditions printed on the permit must be always complied with. Further information on commercial and recreational access is provided on the KT website (www.kt.co.nz) and in the Joint Cultural Access and Recreation Policy.

The KT website provides information and documents for all permit holders and drivers. This information is particularly important for businesses with no contractual relationship with KT (i.e. fuel suppliers, mechanics, researchers). Documents include:

- KT Occupational Health & Safety Policy
- KT Road Safety Manual
- KT Critical Rules
- General Forest Access Rules and Safety Behaviours
- Contractor Health and Safety Minimum Requirements
- KT Emergency Plan
- Kaingaroa Access and Emergency Meeting Point Map
- Rotoehu Access and Emergency Meeting Point Map

Breaches of KT road safety procedures by forest users may result in, but is not limited to the cancellation of permits, issue of infringements and/or or trespass action.

4.1 Third Party Commercial Access

4.1.1 Kaingaroa Road Network Agreement

Road use and access through much of the Kaingaroa Forest Estate is governed by the Kaingaroa Road Network Agreement which has established a network of arterial roads linking land parcels and is termed the Kaingaroa Road Network (KRN).

Under this agreement KT is the RCA with requirements relating to maintenance, use and reporting. Third party (secondary) commercial use is restricted to forestry products where there is a valid reciprocal arrangement. Third parties can request access using the KRN RUC Application Form. Approval of applications is undertaken by the GM OHS Partnering.

4.1.2 Other Roads

Third-party access on non-Kaingaroa Road Network roads is considered on a case-by-case basis and may

also need to be approved by the landowner.

5. ROAD RULES AND BEHAVIOURS

All vehicles require access permits unless confirmed in writing by GM OHS Partnering. Permits and application documents contain conditions that must be understood and complied with. The rules and behaviours contained within the NZ Road Code apply to all KT roads, however, additional forest- based requirements also apply.

Appendix 1 contains details on infringements for non-compliance, KT Critical Rules details further information that can result in infringement if breached. However, drivers need to be aware of the following requirements:

- **ALWAYS DRIVE TO THE CONDITIONS** – Drive at a speed that you can stop within half the visible distance. For example, where required, drivers will have to adjust driving behaviour and speed relative to changing road and weather hazards/conditions (e.g. ice, fog, loose gravel, dust, slips & windblown trees).
- All vehicles shall have a current New Zealand motor vehicle registration and a current New Zealand warrant of fitness or a current COF.
- All drivers shall have a current full New Zealand driver's license appropriate for the vehicle they are driving and free of any restrictions, except:
    - Holders of restricted or foreign licences must apply to GM OHS Partnering for these to be accepted.
- Appropriate driver training and/or supervision has been approved by GM OHS Partnering.
- All vehicles shall be driven in accordance with New Zealand Road traffic legislation (i.e. Land Transport Act.). Additionally, all drivers will comply with the KT Road Safety Manual.
- Obey all road signage and closures.
- All vehicles must be driven with headlights on low beams during daylight hours.
- Always keep left.
- Passenger-carrying vehicles are to be fitted with seatbelts for all occupants and seatbelts must be worn by all vehicle occupants.
- Vehicles are not to be loaded, or tow loads above their legal or certified limits.
- Safe behaviour observations may be required to be undertaken on people who regularly drive in the KT-managed forests.
- All accidents and incidents must be investigated and reported to KT in accordance with the KT Occupational Health & Safety Manual.
- Procedures for emergency incidents are found in the Emergency Plan and the Fire and Emergency NZ Fire Plan.

6. ROAD CLASSES & STANDARDS

Roads are constructed and maintained in general accordance with the NZ Forest Road Engineering Manual, Waka Kotahi NZ Transport Agency, and the provisions of the KRN.

KT Forest Engineering team is responsible for the construction and maintenance of roads, which includes, but is not limited to, ensuring visibility at intersections, road signage & roadside mowing.

Operational access requirements may vary during the tree crop rotation. Little or no access, other than for firefighting purposes, is required on completion of initial establishment and silvicultural operations.

Many of the secondary and minor internal compartment roads will be left in a 'dormant' state during this period. Because there is no regular traffic use during this time, maintenance may be minimal or not undertaken at all. Therefore, road standards and road signs may vary according to the amount of road use at the time.

6.1 Arterial Roads

These high-use roads are constructed for the transportation of logs and wood products and carry a high proportion of heavy vehicles including over-dimension stem and double-unit trucks. Arterial roads are highly used as key and regular transport routes through the forest. They are generally designed as dual carriageways and often serve as collector roads gathering traffic from within compartments.

The arterial road network can be found on Kaingaroa and Rotoehu Access and Emergency Meeting Point Maps.

6.1.1 Sealed

Sealed roads generally have a sealed carriageway of eight metres (two four-metre lanes). Roads are generally surfaced with a chip seal and have painted centre and edge lines.

6.1.2 Unsealed

Unsealed arterial roads are generally designed for lesser traffic volumes than sealed arterial roads and will generally have tighter curves and therefore reduced sight distance - drivers should reduce speed accordingly and drive to the conditions. These roads can often carry a high proportion of heavy vehicles including over-dimension stem trucks and double units.

Being unsealed, the condition of the roads will vary depending on the volume and speed of traffic, weather conditions, and maintenance timeframes. Drivers must adjust their driving to suit the conditions they encounter, including road surfaces and any defects encountered.

6.2 Minor, Internal and Temporary Access Roads

These roads are designed and constructed to allow internal access to forest compartments for forestry operations.

These roads are generally single-lane roads and are often maintained sporadically in accordance with use (i.e. for harvesting operations). The design of both horizontal and vertical curves is largely influenced by terrain; therefore, width and sight distance may vary over short lengths.

Operational vehicles can use these roads; it is common to have operational equipment working within close proximity to the roading network.

6.3 Road Speeds

Drivers should always **DRIVE TO THE CONDITIONS**, which means driving at a speed that you can safely stop within half the visible distance. However, KT sets and enforces maximum speed limits, which are provided in the following table.

The speed limit is the maximum speed in ideal conditions. Road conditions are seldom perfect. Therefore, drivers will drive to the conditions, obey relevant signage, and reduce their speed accordingly.

Road Classification	Maximum Speed Limit (km/hr)
Sealed Roads • Light vehicles & unloaded trucks (including those with trailers) • Loaded trucks & all other vehicles towing trailers	**90** **80**
Unsealed Roads • All Vehicles	**80**
Minor Arterial & Temporary Access Roads	**50**
Posted Speed Limits • Permanent Restricted Speed Limits (i.e. Webb Road Tunnel) • Temporary Traffic Control • Temporary Posted Speed Restrictions	**As signposted**

6.4 Road Signs

KT use's standard road signage, (e.g. speed, stop and give way signs), that are established for the same purposes as equivalent road signs on local authority and Waka Kotahi-controlled roads.

7. TEMPORARY TRAFFIC CONTROL (TTC)

7.1 Introduction

KT forestry and road maintenance operations can create hazards to road users and alter the normal conditions of roads. This is managed under a Temporary Traffic Control System (TTCS or TTC).

7.1.1 Key Points

- The safety of all road users, work site personnel, and occupants of adjoining properties must be the primary consideration when planning and implementing TTC.
- TTC shall be planned to minimize disruption, delay, or inconvenience to road users without compromising the safety of other road users.
- TTC is only in place while the hazard exists and is removed immediately after the hazard is cleared, at the end of each working day, and may include during breaks.
- All drivers must obey the signage and instructions given by TTC staff.

7.1.2 TTCS for public roads

- TTC on public roads can only be performed by registered and trained contractors once a Traffic Management Plan (TMP) has been approved by the appropriate road controlling authority.

7.1.3 TTCS for private KRN roads

- The correct level of TTC must be selected for the relevant operational hazards and the volume of traffic (Vehicles per day VPD) on the relevant stretch of road.
- TTC on private KT roads must be in accordance with the Best Practice Guidelines for Temporary Traffic Control on Private Forest Roads.
- Appendix 3 illustrates how to determine the correct level of TTC for private KT roads. Supporting evidence must be submitted to confirm the level of TTC in accordance with Appendix 3.
- If a TTC is required on a public easement road, a manned Stop/Go TTC is mandatory as per TTCS for public roads.

7.1.4 Advanced Warning

Due to the presence of over-dimension logging trucks operating on KT-managed roads, careful consideration needs to be given to placing advanced warning signs. These large units require increased stopping distance compared to smaller highway trucks and therefore the distance between the advanced warning signs and hazard shall be increased as per the table below.

Gradient	Distance Before Hazard		
	One Way	Secondary	Arterial
Flat	150m	200m	300m
Down Hill Loaded	150m	300m	500m

7.1.5 Use of logs as road barriers

The use of logs as barriers to block illegitimate access is only permitted on internal, minor access roads that lead into operational areas and where displaying signs and banners is not practicable.

Barriers must never be placed on designated access roads into an operational area unless operations have ceased (e.g. forest closure).

The placing of the barrier must not create a hazard. Road closed tape must be displayed forward of the barrier to alert other road users and must be regularly monitored for effectiveness.

The barrier must display the crew number and radio channel associated with the crew.

The barrier must block the roadway in full.

A machine must be readily available to remove the barrier in the event of an emergency, such as an incident, medical emergency and/or fire.

When operations finish, tape and barriers must be removed.

7.1.6 Detours

Detours must be capable of handling the relevant type and volume of traffic.

Detours must safely guide traffic around a hazard and not expose traffic to additional hazards. Signage for detours shall comply with requirements set in the Code of Practice for Temporary Traffic Management.

7.1.7 Railways

7.2 Call Up Roads

7.2.1 Definition

A Call-Up Road is a road where radio communication is used to assist the safe passage of all vehicle traffic. Heavy vehicles must use their radios to call between designated markers along the route. For light vehicles, using a radio is encouraged but not mandatory; however, if a light vehicle is equipped with a radio, it should be tuned to the appropriate channel. The primary safety control remains - **DRIVE TO THE CONDITIONS**.

7.2.2 Purpose

Call Up Roads are implemented for effective traffic management.

7.2.3 Radio Channels

Simplex channels 155 and 156 are dedicated to call-up roads. Other simplex channels such as 147 can be used providing a risk assessment has been undertaken and approved by KT.

7.2.4 Establishing a Call Up Road

1. Requests to establish call-up roads are to be made by the KT Harvesting Manager and/or applicable Contract Manager.
2. The KT Harvesting Manager and/or Contract Manager will apply for authorization to establish a call-up road to the KT Production Manager and/or KT Tree Crop Manager who will approve or decline the request.
3. All applications are to be submitted in Appendix 4.
4. Call-up road signage must be installed by KT or an approved contractor in accordance with the approved call-up road submission. No unauthorized signage is to be installed within the KT estate without prior approval by KT.
5. Call-up signage will be in accordance with the wording and specifications provided in the call- up sign design standards.

6. Notification to stakeholders must be broadcasted within the timeframes associated with the approved call-up road submission, these must include the proposed installation date and disestablishment date.
7. A call-up road becomes effective immediately after the signage is installed.
8. It is the responsibility of all call up road users to report any damage, alteration, or missing signage. The call-up road applicant will then request their repair or reinstatement to the KT- approved contractor.
9. Failure to comply with call-up road instructions, including compliance to the call-up road application, can result in enforcement by the KT Road Safety Incident Panel.
10. Call-up roads will remain in place for the duration of time listed within Appendix 4. Should an extension and/or alteration to the call-up road be required, see section 2.
11. Call-up roads will be disestablished upon expiry of the call-up road submission with the installation removed and returned to as it was prior.

7.2.5 Example Call Up Road Application Form - Example

TIMBERLANDS CALL UP ROAD APPLICATION

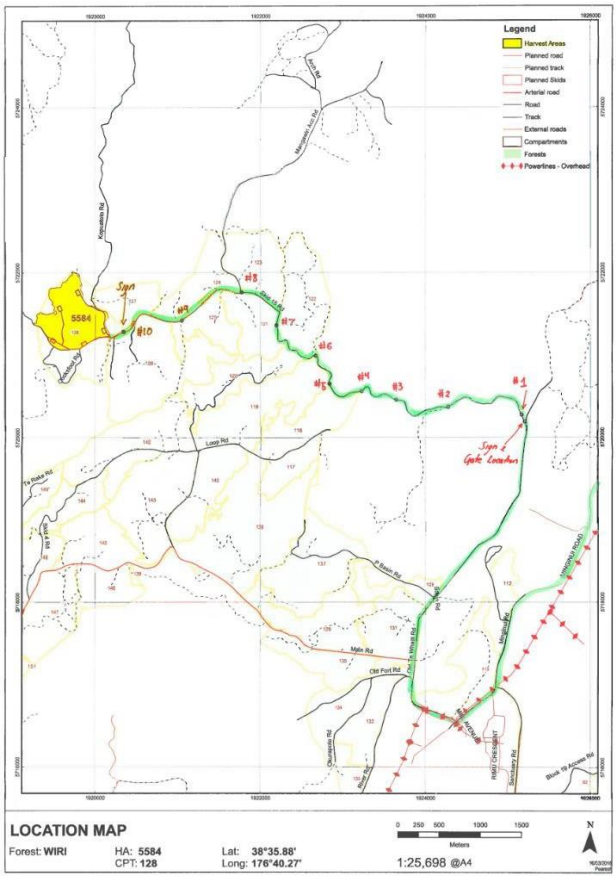
Date:	**Applicant:**	**Crew:**
		Harvest area:
Planned Call Up Roads:		

Call Up Road Description	
Date of Establishment:	
Est. Date of Decommission:	
Current Speed Limit:	
Proposed Speed Limit:	
Radio Communication Channel:	
Operational Stakeholders Involved: **e.g. Internal, RFH, Roading, Crew, External (DOC, Council)**	

Supporting Information	
Is there a high risk of trucks meeting then having to reverse?	**Yes ☐ No ☐**
Are there high traffic volumes on this road?	**Yes ☐ No ☐**
Are there long sections of road without the ability to pull over?	**Yes ☐ No ☐**
Are there steep gradients?	**Yes ☐ No ☐**
Are there any RT communication black spots?	**Yes ☐ No ☐**
Are there any blind corners?	**Yes ☐ No ☐**
Additional info to support application:	

Application by:	**Signature:**	**Date:**
Approved by:	**Signature:**	**Date:**
Install Completed by:	**Signature:**	**Date:**

Have notifications prior to the instalment been sent to - OHS OPS specialist, Distribution ops manager, RFH at 85planning@rfh.co.nz	**Yes ☐ No ☐**



7.2.6 Call Up Sign Design Standards

The approved design standard for call-up signs is shown below.

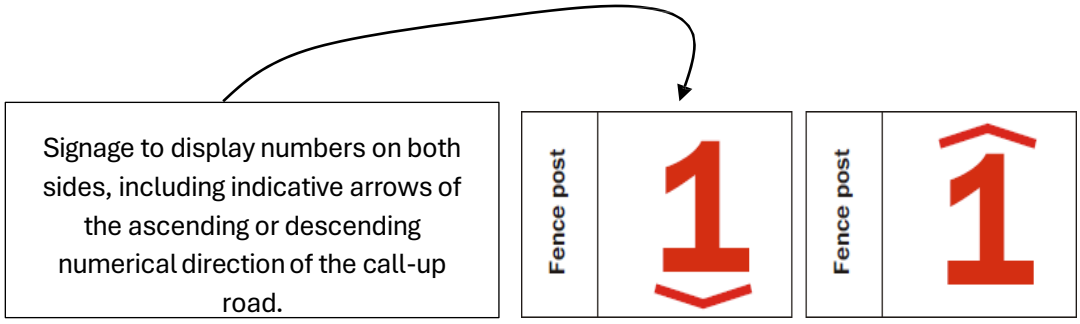
The template allows for the road name, radio channel & speed limit to be personalized and must be listed within approved call-up road submission.

Sign dimensions shall be 1.2 m (height) by 1.2 m (width).

7.2.7 Call Up Number Design Standards

Call-up numbers shall be:

- Detailed within the call-up road submission.
- Where possible, place in a safe position to pull over and allow traffic to pass.
- Able to be seen by vehicles, clear from obstructions.
- Placed within 25 metres or as close as practically possible from the initial call-up road sign.
- Placed in consistent locations, such as on the same side of the road.
- Reflective.
- Dimensions – 200mm x 200mm.
- Of the following design:

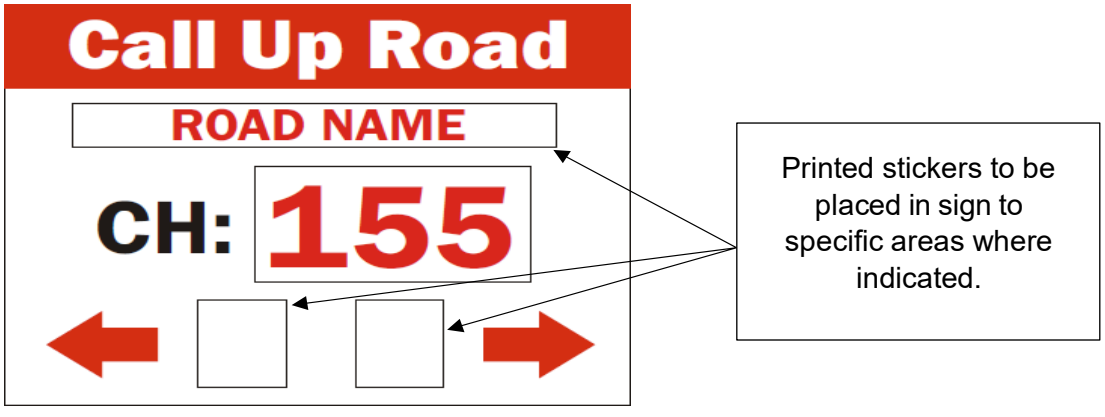


7.2.8 Auxiliary Road Call Up Sign Design Standards

Auxiliary side roads must be marked at call-up road entry points with the approved radio channel & indicator markers.

Auxiliary signage shall be:

- Detailed within the call-up road submission.
- Wherever you exit an auxiliary road onto an approved call-up road.
- Able to be seen by vehicles, clear from obstructions.
- Placed in consistent locations, such as on the same side of the road.
- Reflective.
- Dimensions – 800mm x 600mm.
- Of the following design:



7.2.9 Call Up Road Terminology

When using a radio on a call-up road the standard terminology is:

- Type of vehicle
- Road name
- What call-up road markers you are traveling in between.

7.2.9.1 *Call Up Road Scenarios'*

- Heavy vehicle - Hill Road – Marker 2 to 3
- Heavy vehicle - Hill Road – Marker 3 to 4
- Heavy vehicle - Hill Road – Marker 4 to 5
- Heavy vehicle - Hill Road – Marker 5 to 6

8. RADIO TELEPHONE (RT) USE IN FORESTS

KT maintains and operates an extensive Very High Frequency (VHF) radio network for forest communication. This is provided approved forestry business use only, and it is the main form of inter- vehicle communication.

Regional or repeater channels provide communication over long distance and back to the Radio Room located within the Rotorua CBD. Simplex channels are also available for short (up to 5km) radio to radio communication.

Radio use protocols are found in the Radio Use Policy.

9. OVER DIMENSION VEHICLES

The KRN allows vehicles up to the following unloaded dimensions:

Width - 3.30 metres, Height - 4.25 metres, Length - 53 metres

These are termed over-dimension vehicles, and they must clearly display an “Oversize” sign on the front of the vehicle (minimum dimensions 100 cm x 30 cm).

Requirements for over-dimension logging trucks are found in relevant ACOP and LTSC Industry Standards and are also covered by the KT Schedule of Infringements (Appendix 1) and KT Critical Rules.

9.1 In Forest Piloting

The use of a pilot vehicle is required for all over dimension loads in higher-risk areas outside the Kaingaroa plains area and in all satellite forest areas (Matea, Whirinaki, Northern Boundary, Whaka, Horohoro, Rotoehu, Waimangu, Urutomo, Highlands)

Additionally, transporters carrying loads that are wider than their trailer, but do not exceed the maximum standard dimension, shall be piloted on one-way roads where visibility and the opportunity to pass is restricted.

A pilot vehicle is required for all vehicles exceeding the maximum vehicle dimensions. (Width - 3.30 metres, Height - 4.25 metres and Length - 53 metres)

The pilot must travel far enough away from the over-dimension vehicle to give adequate warning to other road users of the presence of the over-dimension vehicle, considering traffic speed, weather, visibility, topography, and other driving conditions.

Radio communications between the driver of the pilot and the driver of the over-dimension vehicle must be available at all times.

It is acceptable for machine operators to utilize permitted vehicles as pilot vehicles. In these situations, the vehicle should be fitted with an operating beacon light on the cab of the roof, and an appropriate oversize/wide load warning sign or banner.

9.1.1 Travel Route

It is the responsibility of the driver of the over-dimension load to ensure that the proposed route and time of travel are suitable by undertaking a risk assessment, considering:

- The width and alignment of the road.
- The anticipated total travel time.
- The amount of traffic expected on the route at the time of travel and the need to minimize inconvenience to other road users.
- Conditions such as rain, fog, heavy rain, hail, or other factors that restrict visibility.
- Using a suitable radio channel that other vehicles will be using such as call up road channels or channel 147.

The driver is also responsible for ensuring that the clearance to all overhead structures, cables, wires, and trees is sufficient to ensure safe passage.

10. ROAD SAFETY ENFORCEMENT

10.1 Introduction

Road safety is monitored by GM OHS Partnering. Occasionally, the NZ Police may also monitor road safety. Non-compliance to the KT Road Safety Manual is administered by the KT Road Safety Incident Panel.

10.2 Compliance Monitoring

The monitoring of road safety compliance may include the following provisions:

- Speed checks, such as:
  - Speed Radar
  - Road Check Points and Vehicle Stops
  - Road patrols
  - Hidden cameras
- Covert operations
- Incident investigations and outcomes
- GPS Systems and/or technology

10.2.1 Security Vehicles

Security vehicles and security personnel act on behalf of KT and can administer preliminary infringements as per Appendix 1.

All security vehicles are equipped with flashing red lights which will be used to stop vehicles as and when required.

All drivers should be aware that for reasons of safety (e.g. unstable load) vehicles may be stopped by any other road user.

10.2.2 Equipment and Procedures

The use of radar equipment is approved to monitor vehicle speeds in forest estates where security officers have been trained in the correct method of radar equipment operation. Prior to the equipment being operated a procedure to check the calibration and accuracy is mandatory. This test is conducted before each patrol or operation commences.

Further information on truck check procedures and actions is in Appendix 1.

10.2.3 Road Checks and Vehicle Stops

Roadside Checks and Vehicle Stops are undertaken by the Security Contractor, KT, or contractors approved by KT, or other authorized entity (i.e. Police) with the following conditions:

- Set up in suitable areas, with adequate signage, road cones, and other equipment as may be required.
- Security Officers shall wear reflectorised jackets and carry a suitable torch at night.
- Because of the risk to personnel, only trained persons should attempt a vehicle stop.

10.2.4 Roadblocks

Roadblocks should only be used in exceptional circumstances and will involve the presence of a KT representative and/or the Police. In establishing a roadblock, precautions are to be taken to minimize any risk or danger to personnel manning the roadblock or any other road user.

10.2.5 Drug and Alcohol Related Incidents

All drivers must comply with the KT Drug and Alcohol Policy & Procedure.

Driving while impaired by alcohol or drugs is considered a Critical Rule breach that will incur infringement.

The Police may be used to assist in any suspected alcohol and/or drug-related driving incidents. Any testing will be done in accordance with AU/NZ standards for both alcohol and drug impairment situations.

Levels of impairment will be based on the current NZ Standards for both drugs and alcohol.

10.3 Infringements

Any person found not complying with KT's road safety procedures may be issued with an infringement notice.

Wherever possible, the infringement notice will be issued at the time of the offence. Where this cannot occur the infringement notice may be issued later, or an infringement letter sent directly to the person and/or their employer.

The Schedule of Infringements – Appendix 1, determines demerit points, which reflect the seriousness of the safety breach.

No person is permitted to drive on KT roads with demerit points exceeding 500. Demerit points are administered as follows:

- Demerit points will be issued for each offence on KT roads.
- Demerit points are accumulative, multiple breaches of rules (in one or more separate events) will result in the points being combined.
- If accumulated demerit points exceed 500 points at any time, the offending person will not be permitted to drive within the Kaingaroa Tipu Estate for a minimum of 3 months and up to indefinitely. Rulings & timeframes may be made by the KT Road Safety Incident Panel.
- Infringement timeframes commence from the time the non-compliance occurred Infringements are valid for a period of 12 months.
- Appeals are to be made to the KT Road Safety Appeal Committee.
- Should an appeal be lodged, infringements will remain in place until the outcome of the appeal is known.
- Other external parties may apply additional penalties for the same incident (i.e. NZ Police, logistics providers – for load issues on their site that were also load issues on KT roads).

10.4 Incidents

All vehicle incidents are to be fully investigated and recorded in SEAMS.

The investigation should be undertaken in accordance with the KT Occupational Health and Safety Manual and KT may choose to undertake a joint investigation with the relevant parties (i.e. Contractor). The aim of the investigation is to determine system failures and remedy cause(s):

The WorkSafe Duty Holder Review provides a useful guide on how to undertake an investigation to an acceptable level for the purposes above.

https://www.worksafe.govt.nz/the-toolshed/tools/duty-holder-review/duty-holder-review-information- sheet/

10.5 Road Safety Incident Panel

The Road Safety Incident Panel has two purposes:

1. Review road incident investigations, and

2. Review compliance to the KT Road Safety, schedule of Infringements.

In both cases, the purpose of the Panel is to consider actions to improve safety (e.g. implement recommendations, safe driving assessments, training & warning signage).

The KT Road Safety Incident Panel can also administer demerit points for breaches of Rule 16 within the schedule of Infringements.

Any KT staff member can refer a road safety incident to the Panel. However, it is important to ensure the incident has been fully investigated and all relevant information is provided to the Panel.

Panel meetings will be scheduled as and when required.

The Road Safety Incident Panel will be led by the KT Senior OHS Business Partner (Logistics) and/or KT Security Manager.

10.5.1 Decision

The Panel will refer to the KT Road Safety Manual and KT Occupational Health and Safety Manual for guidance.

Outcomes of the Panel will be provided to the person undertaking the incident investigation that has been entered into SEAMS.

The decision of the Road Safety Incident Panel is binding unless upon successful appeal.

Where the Panel recommends demerit points the Panel Chair will inform the designated individual of their recommendation and reasons by e-mail.

The designated individual will then send an infringement letter or e-mail to the contractor whose employee has infringed and add the points to the infringement database. It is the responsibility of the contractor to inform their employee of their demerits and ensure they are aware of the appeal process or stop them from driving when they have exceeded 500 demerits within 12 months.

10.6 Infringement Appeals

Infringement notices can be appealed only where there are sufficient mitigating circumstances. Should the recipient of an infringement notice consider that there are extenuating circumstances that led to the infringement; the recipient may request an appeal to the KT Road Safety Appeal Committee.

The KT Road Safety Appeal Committee is led by GM OHS Partnering and one KT Senior Leadership Team Member selected by GM OHS Partnering.

The appeal must be delivered in writing (or by e-mail) to the GM OHS Partnering within 10 days of the issue of the infringement notice (or infringement e-mail/letter).

The Appeal must include the following details:

1. Name.
2. Employer (Contractor).
3. Infringement notice number (if applicable).
4. Date of infringement notice.
5. Details the reasons for the appeal.

The KT Road Safety Appeal Committee will consider the appeal and respond with their decision within 21 days of receiving the appeal.

The appellant may be requested to be interviewed by the KT Road Safety Appeal Committee. If the appellant refuses or does not attend the appeal will be dismissed and the infringement will remain.
The KT Road Safety Appeal Committee may also request further information, at which time the appeal is

considered “in progress” until the information is provided thus removing the 21-day appeal decision requirement.
The KT Road Safety Appeal Committee may place a timeline for further information that may be required. If this is not met the KT Road Safety Appeal Committee may dismiss the appeal.
The decision of the KT Road Safety Appeal Committee is final and binding.

10.6.1 Defensive Driver Probation

Drivers with 300 or more demerit points can apply for, or be referred by KT Road Safety Appeal Committee, for a 25% reduction by completing the requirements of a Defensive Driver Probation.

The request or referral will be considered by the KT Road Safety Appeal Committee taking into account:

1. Support from the driver’s employer.
2. The nature of offence(s),
3. Willingness to complete the Defensive Driver Probation scheme. The

following conditions will be required:

1. The driver attends a training/assessment course approved by KT.
2. The driver completes a safety alert on safe driving, which KT may choose to distribute.
3. The driver will enter a 3-month probation period where:
   (a) The employer monitors the drivers' speed by vehicle GPS at least fortnightly and provides a report to KT.
   (b) At least 3 Safety Behavioural Observations are undertaken on the driver’s behaviour and the results are provided to KT.
   (c) If the driver incurs further demerit points for any non-compliance whilst undertaking the Defensive Driver Probation scheme, demerit points will be re-instated in addition to any new demerit points.

A person can only participate in the defensive driver probation scheme once.

10.7 Return to Driving Process

Once a driver has completed the driving stand down, they may return to driving in the KT Estate. However, before commencing driving they must be deemed competent by:

- An appropriately qualified person.
- Notifying the KT GM OHS Partnering in writing of the above before commencing.

Once a person has been cleared to return to driving, and if they exceed 500 demerits in the following 12 months from their clearance to return, they will not be permitted to drive in the forest for a minimum of 6 months.

Driving & associated permits within the KRN always remains at the discretion of KT.

Document Management				
Version	**Author**	**Revisions made**	**Approved by**	**Date**
6.0	Scott McLean	Update document to reflect new brand and company name. Remove Road Channels table. Referenced new ACOP sections in Schedule of Infringements.	GM OHS Partnering	25/02/2026

Appendix 1: SCHEDULE OF INFRINGEMENTS

ALL VEHICLES

Drugs and Alcohol		
1.	Driving while under the influence of alcohol and/or drugs	501
2.	Refused police officer's/employer's request for a specimen	501
Speed		
3.	>30 km/hr over posted speed limit	501
4.	20 - 29 km/hr over posted speed limit	300
5.	10 - 19 km/hr over posted speed limit	100
6.	5 - 9 km/hr over posted speed limit	50
Driver Duties and Responsibilities		
7.	Drove without appropriate current driver's license or endorsement:	
	(a) Deliberate (known)	501
	(b) Oversight	100
8.	Failed to produce a driver's license within 5 days	100
9.	Failed to furnish own name and address	100
10.	Driving whilst using a mobile phone (no handsfree)	100
11	Failed to keep left where practical and safe of white or yellow centre line – sealed road	200
12.	Failed to stop or remain stopped for a Security Officer/KT authorized person	250
13.	Vehicle, not road worthy	250
14.	Breach of Section 2.11 Driving of ACOP:	100
	(a) Failed to follow road signage (e.g. stop or give way signs)	
	(b) Failed to drive at a speed that allows the vehicle to be stopped within half the visible distance of the clear road that can be seen in front of the vehicle	
	(c) Drove without headlights and/or taillights on	
15.	Breach of KT Critical Rule 4, 5 or 6.	250
16.	Failure to close a Lock Vue controlled gate unless authorised to leave open.	251
KT Incident Panel2		
17.	Irresponsible driving discretionary up to:	501
ATV / Motorbike		
18.	Riding without wearing an approved helmet and/or hi-vis vest. (2 sets of demerits issued if neither are worn) 300	300
HEAVY VEHICLES / LOG & STEM TRUCKS (additional to All Vehicles)		
19.	Refused to permit the load to be inspected	200
20	Exceeded the posted weight limit on the bridge	200
21.	Failed to display oversized sign on the front of the oversized truck	200
22.	Stem Truck: Ends of 3 stems not painted in high visible paint	20
23.	Failing to use warning flashing lights to oncoming traffic	100
24.	Dragging stems	150
25.	No part of the log or stem shall be outside the line of the widest bolster*	200
26.	Loaded (trucks with scales) weight exceeds manufacturers' GVM or GCM	100
27.	Operating a loaded log or stem truck outside the harvest area or yard with no load security (restraint) in place.	501
28.	Not compliant with the Loading and Load Securing requirements of the LTSC & ACOP	200
29.	More than 1/3 of the outside log or stems loaded above the top of the stanchion or stanchion extension**	200
30.	(a) For trucks <u>without</u> auto-tensioning winches: Pruned log / KPP / logs 4 metres or less in length/logs with less than 300mm of overhang, 3 restraints per packet, including a belly restraint.	200
	(b) For trucks fitted with auto-tensioning winches: A belly restraint must still be applied if there is 300mm or less between the restraint and the end of the logs.	
31.	Long stems with less than 3 restraints – 2 being over the front stanchion and 1 over the rear stanchion	200
32.	Short stems with less than 3 restraints	200

* For long stems no more than 300mm outside the line of the front bolster

**Measured at the stanchion. For short stems, this is measured at the second stanchion.

CRITICAL RULE

A Critical Rule Breach also occurs:

1. For infringement 27, or
2. When any 2 or more infringements 27, 28, 29, 30 & 31 occur on any one truck.

A truck that is not compliant with any of Infringements 27, 28, 29, 30 & 31 will not be permitted to continue until deemed safe by the Contractor.

Vehicle or trailer not road worthy" includes but is not limited to:

- No CoF or WoF
- Bald tyres
- Load not secure or dragging (not log or stem trucks
- No working trailer lights
- Vehicle or trailer in unsafe condition

Irresponsible driving is deliberate and highly dangerous rule breaking. Examples of irresponsible driving include:

1. Deliberate driving down a one-way system.
2. Driving through road control when the stop sign is up.

Relevant rules for "not compliant with the Loading and Load Securing requirements of the LTSC & ACOP" are:

LTSC Section 5 – Log Load Securing Requirements

Requirements on pages 6-4 to 6-8 where these are not already covered by specified infringements.

ACOP

Regarding Infringement 28 and 29, reference Load Placement 24.3.25 – 24.3.32

Note: demerit points accumulate for multiple breaches found at one time.

Truck Check Process/Actions

Incident Reporting

The first point of contact for the distribution contractor is usually their dispatch by radio or other means and should be undertaken by the truck driver.

If there is doubt regarding load security and before the truck can move the driver must contact the relevant distribution contractor who will decide safe course of action. The Safe Course of Action is decided by the distribution contractor's management and will generally involve attendance at the scene.

On request, Security can assist with escorting trucks to a safer position or the nearest / best place for load adjustment. However, this is only when there is no other reasonable option and should not interfere with Security's other functions.

All events should be recorded within SEAMS.

Appendix 2: ROAD SIGNS

Forest Signs

Any KT standard road signs, (e.g. speed limit, stop and give way signs), that are established for the same purposes as equivalent road signs on local authority and Transit NZ controlled roads, will comply with the relevant Transit NZ requirements. Information and warnings on road signs must be complied with by all users. Note some sign placement has been adjusted for oversized vehicles that may swing and hit them (i.e. for stem trucks). Examples of signs are as follows:

Forest Advisory and Information Signs

	These signs explain and give information about KT and conditions of access. They include forest gate signs advising drivers they are entering a KT-managed forest and that access permits are required. These signs indicate entrance onto private land. These signs may also advise of general hazards that may be encountered within the forest.

Regulatory Signs

		Equivalent to signs on public roads, these signs advise road users of the road rules at specific sites. They will be installed and maintained by KT Roading operations.

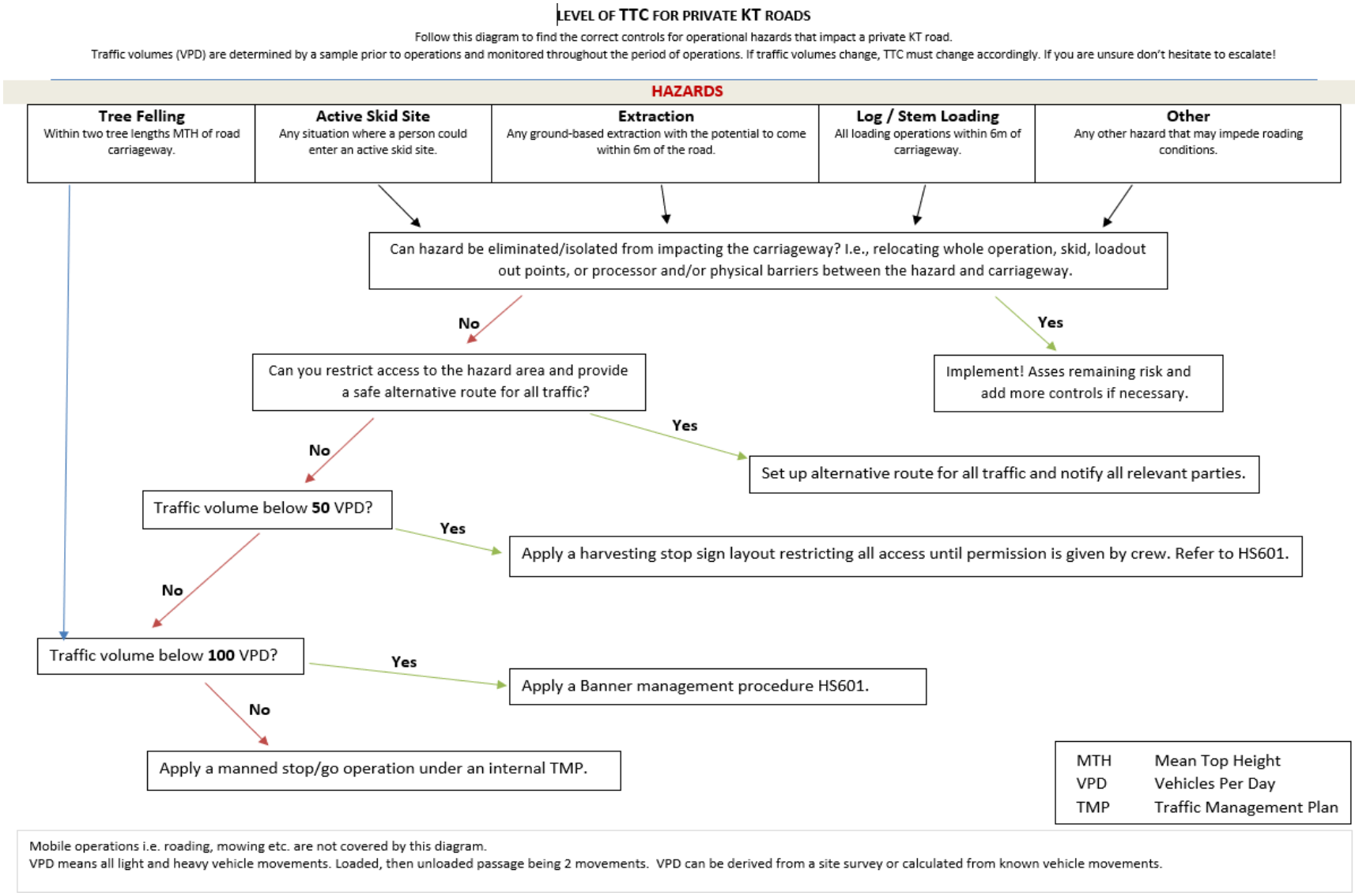
Permanent Warning Signs

		**Yellow** diamond shaped signs warn road users of permanent existing road hazards. These signs will be installed and maintained by KT Roading.
		**Safety Advisory Signs –** different variations throughout the forest and for specifics reasons. Also includes warnings such as for stem truck swing.

Temporary Warning Signs

		**Orange** signs that warn road users of temporary existing road hazards and are consistent with public road conventions. Contractors will install temporary warning signs when their operations create a hazard to other road users.

Appendix 3: LEVEL OF TTC FOR PRIVATE KT ROADS



Appendix 4: CALL UP ROAD SUBMISSION FORM

Date:	Applicant:	Crew:
		Harvest area:
Planned Call Up Road(s):		

Call Up Road Description	
Date of Establishment:	
Date of Decommission:	
Current Speed Limit:	
Proposed Speed Limit:	
Radio Communication Channel:	
Operational Stakeholders Involved: e.g. Internal, RFH, Roading, Crew, External (DOC, Council)	

Supporting Information	
Is there a high risk of trucks meeting and then having to reverse?	Yes / No
Are there high traffic volumes on this road?	Yes / No
Are there long sections of the road without the ability to pull over?	Yes / No
Are there steep gradients?	Yes / No
Are there any RT communication black spots?	Yes / No
Are there any blind corners?	Yes / No
Additional information to support the application:	
Proposed inspection and verification process to ensure compliance with call-up road submission:	

Application by:	Signature:	Date:
Approved by:	Signature:	Date:
Install Completed by:	Signature:	Date:

Have notifications before the installation been sent to the operational Stakeholders Involved?	Yes / No